

Job Description

Job Title:	Librarian
Department:	Library
Responsible to:	Head of Library
Job Purpose:	
<p>The Librarian is responsible for delivering high-quality frontline and subject-based library services to support teaching, learning, and research. The role includes managing circulation and user services, such as user registration, equipment loans, and printing support, while also providing specialised academic support within assigned subject areas. The Librarian contributes to information literacy teaching, collection development, and research support, and works closely with academic staff to ensure that library resources and services align with curriculum and research needs. The position also involves day-to-day administrative tasks to ensure the smooth and effective operation of library services.</p>	
Main Duties and Responsibilities:	
<p>1. Circulation & Enquiry Services:</p> <ul style="list-style-type: none"> • Provide frontline assistance at the library service desk. • Manage check in/out of materials using ALMA and self-issue machines. • Handle general enquiries and direct users to appropriate resources or staff. • Maintain accurate user and item records. 	
<p>2. Student Card Creation & User Registration:</p> <ul style="list-style-type: none"> • Produce student ID cards and assist with user account setup. • Update user records and verify user information. • Support students and staff with access-related questions. 	
<p>3. Printer Support:</p> <ul style="list-style-type: none"> • Assist users with printing, scanning and photocopying. • Provide basic troubleshooting for printer issues and PaperCut account. • Escalate technical problems to IT department when required. 	
<p>4. IT, Media and other Equipment Loan:</p> <ul style="list-style-type: none"> • Manage the check-out and return of laptops, cameras, audio-visual equipment, and other loanable items. • Ensure equipment is in good working condition and report any issues to the Head of Library and/or IT Department. • Maintain an organised system for equipment storage and reservations. 	
<p>5. Information Literacy & Instruction:</p> <ul style="list-style-type: none"> • Design and deliver information literacy sessions tailored to curriculum needs. • Provide workshops on database searching, referencing, evaluating resources and research skills. • Develop online learning materials, guides and tutorials. 	
<p>6. Research Support:</p> <ul style="list-style-type: none"> • Offer one-to-one research consultations to students and staff. • Provide guidance on literature searching, referencing tools, research methodologies and data discovery. • Support postgraduate students with advanced research needs. 	
<p>7. Academic Liaison & Faculty Collaboration:</p> <ul style="list-style-type: none"> • Serve as the primary contact between the library and academic schools and departments. • Work closely with faculty to support teaching, learning, and research activities. • Communicate library updates, new resources, and services to academic staff. 	

8. Collection Development:

- Work with module leaders to review and update online reading lists in Leganto.
- Recommend new materials based on curriculum requirements and research trends.
- Evaluate the existing collection for relevance, quality and subject coverage.
- Collaborate with academic staff to identify essential resources for new programmes.
- Provide feedback to the Collection Management & Cataloguing team regarding gaps or priorities.

9. Resource Promotion & Engagement

- Create subject-specific resource guides.
- Promote new databases, tools and services within academic departments.
- Organise events, showcases, or thematic displays to increase user engagement.

10. Reporting & Evaluation

- Prepare regular reports on subject-related usage, teaching sessions delivered, and resources needs.
- Analyse trends in subject area research and curriculum development to inform library strategy.

11. Basic Administrative Support

- Assist with filing, data entry, record-keeping and general office tasks.
- Support routine library tasks such as shelving, shelf-reading, and maintaining an organised environment.
- Help prepare materials for events, orientations, or promotional activities.

12. Other duties under the instructions and direction of the Head of Library, related to the role.

Print Name:	
Sign:	
Date:	